

**FRIENDSHIP FRIENDS MEETING
OF THE
Religious Society of Friends**

**HANDBOOK
2014-2015**

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**FRIENDSHIP FRIENDS MONTHLY MEETING
OF THE
RELIGIOUS SOCIETY OF FRIENDS**

AUGUST 2014 - JULY 2015

OFFICERS, REPRESENTATIVES, COMMITTEES

OFFICERS

Clerk.....Sidney Lee Kitchens
Co-Clerk.....Neil Swenson
Treasurer.....Stephen Holland
Assistant Treasurer.....Ray Treadway
Recording Clerk.....Hannah Logan Morris
Membership/Statistics Recorder.....Claire Koster
Assistant Membership Recorder.....Hannah Logan Morris

FRIENDSHIP FRIENDS MEETING INCORPORATED

OFFICERS

President.....Sidney Lee Kitchens
Vice President.....Neil Swenson
Treasurer.....Stephen Holland
Secretary.....Hannah Logan Morris

BOARD OF DIRECTORS

David Brown
Judith W. Harvey
James Hood
Darlene Stanley

REPRESENTATIVES

Nominating Committee of NC Yearly Meeting-Conservative(NCYM-C)..Sidney Lee Kitchens
Piedmont Friends Fellowship (PFF), and Friends General Conference (FGC).....Christy Hopkins, Joan Tillotson
Quaker House Board, Fayetteville, North Carolina..... Joan Tillotson
Meeting's contact with Friends Committee on National Legislation (FCNL).... Howard Taylor
Meeting's representative on NCYM-C Records Committee ... Claire Koster

COMMITTEES

AUDIT: David MacInnes, Convener; George White

CARE & COUNSEL: Ray Treadway, Clerk till 11/2014); Mae Brown, Lissa Carter, Judith W. Harvey, Bonnie Parsons
Ex officio, Sidney Lee Kitchens

COMMUNICATIONS: David MacInnes - Newsletter, Chris Nelson - Web, Judy Purvis

FINANCE: Ray Treadway, Convener; Stephen Holland, George White, Jim Rouse
Ex officio, Sidney Lee Kitchens

HANDBOOK : Claire Koster, Convener; Ted Benfey, David MacInnes

HOSPITALITY: Judy Reece, Clerk; Gay Bowles, Maureen Burns, Christy Hopkins, Claire Koster, Betty Poynton, Bryan Poynton
Greeters Coordinator:.....Judith W. Harvey

HOUSE AND GROUNDS: James Hood, Clerk; Kim Carlyle, Richard Phillips, Carey Reece, Mike Scott, David Parsons

Cleaning List Schedule Coordinator:.....Anne Morris
Supply Purchaser:.....Deborah Shaw

LIBRARY: Carole Treadway, Convener, Anne Rouse

MEETINGHOUSE FUNDRAISING: Kembra Howdeshell, Convener; James Hood

MEETINGHOUSE PLANNING: Carey Reece, Convener; Mae Brown, Claudia Dinep, Richard Phillips, Juliette Smith, Don Smith, Neil Swenson

NOMINATING: Deborah Shaw, Clerk; James Hood, Bonnie Parsons

PEACE AND SOCIAL CONCERNS: Sheri Grace, Clerk; Raleigh Bailey, Anne Cassebaum, Dennis Dressler, Joan Tillotson, Marilyn White
Pathways.....Susan Carlyle, Grace Sulliven, Howard Taylor, Susan Wilson

RELIGIOUS EDUCATION: Kembra Howdeshell, Clerk; Sheri Grace, Hanna Passmore Hobson, Anne Morris

WORSHIP AND MINISTRY: Darlene Stanley, Clerk; Anne Rouse, Deborah Shaw, Neil Swenson, Carole Treadway,
Ex officio, Sidney Lee Kitchens

CALENDAR COORDINATOR: Sidney Lee Kitchens/Neil Swenson

AD HOC MEETINGHOUSE EMERGENCY PROCEDURES COMMITTEE: Susan Carlyle, Clerk; Darlene Stanley, Merritt Bussiere-Nichols, Rebecca Valla

AD HOC QUAKER ORGANIZATIONS DONATIONS REVIEW COMMITTEE; Carey Reece, Clerk; Kim Carlyle, Judy Purvis, Jim Rouse

RESPONSIBILITIES OF OFFICERS AND REPRESENTATIVES

OFFICERS

The Clerk of the meeting presides at monthly meetings for worship with a concern for business, facilitating the meeting's discernment of the leadings of the Spirit. A minute should be approved by those present before proceeding to other business. It is undesirable that minutes be prepared afterwards for presentation to a later meeting when the membership may not be the same as that which originally deliberated. During meeting for worship on the second First Day of the month the Clerk reads the query of the month from our *Faith and Practice* out loud. During the following business meeting the query is read again and a collective response is recorded. At the end of the year all the approved query responses are sent by the Clerk to the Clerk of the North Carolina Yearly Meeting (Conservative). The clerk prepares the annual State of the Meeting Report for approval by the monthly meeting and for sharing it with North Carolina Yearly Meeting (Conservative). The Advices are read once a year. The Clerk makes sure that members are reminded of ongoing responsibilities. The Clerk must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity. For more on the clerk's responsibilities, see page 12.

The Co-Clerk presides at monthly meetings for business in the absence of the clerk, and carries out other responsibilities of the clerk when required, such as reading the minutes at monthly meeting for business and other material as requested by the clerk. The Co-Clerk must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity.

The Treasurer is responsible for the custody and disbursement of meeting funds, reporting to each monthly meeting for business. Responsibilities include presenting an end-of-the-year fiscal report for approval by the monthly meeting after the end of the fiscal year. This is audited by a committee of at least two members appointed by monthly meeting. The Treasurer may serve as clerk of the Finance Committee. The Treasurer is a member of the NCYM-C Finance Committee. The Treasurer must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity.

The Assistant Treasurer is available to assist the Treasurer with the responsibilities outlined for that position. In the event that the Treasurer is unable to perform those duties, the Assistant Treasurer will assume them.

The Recording Clerk is responsible for recording minutes at monthly meetings for business and prepares them for reading and approval by the monthly meeting for business. The recording clerk makes a copy of the minutes, and any attachments, for the monthly meeting files. The originals of minutes and their attachments are eventually stored in the Friends Historical Collection at Guilford College. The Recording Clerk must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity.

The Membership/Statistics Recorder is responsible for seeing that a record of membership in the Religious Society of Friends is faithfully and accurately kept. Such records cover vital statistics pertaining to the member's immediate family. Any changes relating to

membership such as deaths, births/adoptions, transfers, releases, changes of address or marriage shall be promptly recorded. The Recorder works in cooperation with committees requiring membership information, such as the Care & Counsel Committee. The Recorder prepares for the clerk of monthly meeting an annual report on membership for the June meeting for business. A copy is included in the minutes and shall be a part of the meeting's permanent records. This report is also sent to NCYM-C by the meeting clerk. The membership recorder is responsible for the upkeep of the meeting's directory and of the printing and distribution of same by the June business meeting.

The Assistant Membership/Statistics Recorder assists the Membership/Statistics Recorder with accurate record-keeping for the meeting. In the event that the Membership/Statistics Recorder is unable to perform the responsibilities of that position, the Assistant Membership/Statistics Recorder assumes them.

REPRESENTATIVES

The meeting's representative for **Friends Committee on National Legislation** (FCNL) keeps abreast of the activities and concerns of FCNL, informs the meeting about its activities and concerns, and coordinates meeting responses to those concerns.

Representatives to Yearly Meeting and the **Representative Body of North Carolina Yearly Meeting-Conservative** are appointed by Friendship Meeting at 6th month meeting for business. Representative meetings are held in October and April. The Representative Body carries out the business of Yearly Meeting between its annual sessions. These meetings are open to anyone wishing to attend.

In June, our meeting names those who will represent it as delegates at the annual session of Yearly Meeting. These are usually any who plan to attend and who are willing to serve in that capacity and report back to monthly meeting.

The **Piedmont Friends Fellowship** (PFF) representative attends meetings of PFF, (which is now a yearly meeting), reports PFF activities and concerns to Friendship Meeting and coordinates participation in PFF activities. Friendship Friends meeting is a member of Friends General Conference (FGC) through its relationship with PFF.

Our Representatives to **Quaker House**, in Fayetteville, NC, are also members of its Board of Directors. Responsibilities include attending board meetings, keeping Friendship Meeting informed of Quaker House activities, advising our monthly meeting on ways Friends may help support and advance the counseling ministry of Quaker House to persons in military service and/or their kin.

COMMITTEE RESPONSIBILITIES

Public statements on behalf of Friendship Friends Meeting by an individual or committee need first to be approved by our monthly meeting for business.

Committee Clerks are responsible for keeping minutes and placing them in a file in the meeting office.

Audit

The Audit Committee is comprised of at least two members nominated and approved by monthly meeting. The audit is an appraisal of the financial records and Treasurer's reports and to insure their effectiveness of accuracy and accounting controls. The Audit Committee reports to monthly meeting for business.

Care and Counsel

The Care and Counsel Committee bears a responsibility for the general well being of the corporate life of Friendship Friends Meeting and care for its members. This includes fostering a harmonious and nurturing sense of community, adjusting "complaints or any estrangements from harmony which might impair the participation of individuals in worship and the business of the meeting" (p. 27, *Faith and Practice*, North Carolina Yearly Meeting-Conservative). Since care for others is a responsibility for all members of the community, one responsibility of the committee is to discern and call upon the gifts of others for this work. One must be a member or sojourning member to serve on the Care and Counsel Committee. Care and Counsel will meet jointly with the Committee on Worship and Ministry at least once a year, and the two committees are encouraged to seek other ways to maintain regular communication. Specific committee tasks include:

1. Overseeing applications for membership, including nominating, for monthly meeting's approval, a clearness committee to meet with the applicant. That committee (with the same membership as far as possible) will meet with the applicant again after a year to reflect on the first year of membership.
2. Overseeing weddings, including nominating, for monthly meeting's approval, a clearness committee to meet with the couple. That committee (with the same membership as far as possible) will meet with the couple again after a year to reflect on the first year of marriage.
3. Overseeing memorials, including attending to the needs of the family
4. Arranging a clearness committee for someone who requests an opportunity to share a concern, in confidence, with a selected group of Friends
5. Pastoral care to members and attenders in need
6. Periodic review of membership records, with particular attention to inactive members
7. Ensuring the visibility of the meeting in the community and a welcome for all visitors
8. Minutes are given directly to the archives

Communications

This committee handles formal communications for the Meeting. Its members edit and publish the Meeting's monthly newsletter – the *Friendship Times*, keep up email distribution lists for the newsletter, and approve updates to the Meeting webpage, which are implemented by the Webmaster. Members of the committee are available to help edit and disseminate any other communications the Meeting wishes to send out. Any policy changes would be decided by the entire committee before being approved by the Meeting.

Finance

Finance committee is responsible for overseeing the meeting's finances. It prepares an annual budget at the beginning of the fiscal year for approval by the monthly meeting for business.

Handbook

The Handbook Committee publishes a handbook containing essential information about Friendship Friends Meeting and its practices and procedures. The committee compiles, edits and publishes an updated handbook for the start of each new program year for distribution in August. It will include a list of all officers and committees of the meeting with pertinent descriptions.

Hospitality

The Hospitality Committee provides light refreshments after meetings for worship and provides drinks and set-up for potluck lunch prior to monthly meeting. At the request of the meeting, the committee assists with hospitality for additional needs of the meeting. The committee purchases items needed for its work.

House and Grounds

House and Grounds Committee oversees maintenance, repairs, building improvements, meeting supplies, equipment, and coordinates housekeeping and grounds-keeping volunteers. The committee is responsible for the purchase of all meetinghouse supplies other than those needed by the Hospitality Committee. House and Grounds Committee responds to problems that require immediate attention as well as organizes meeting work days. The committee is responsible for organizing and scheduling volunteers for a weekly cleaning of the meetinghouse. Reminders are sent to the volunteers. When outside groups apply for use of the meetinghouse, the committee explains our policy. Application forms are on file in the meetinghouse office.

Library

The Library Committee selects books and other media for the library, catalogues them, and maintains the library collection. The committee reports periodically to monthly meeting for business on the library's new acquisitions, committee activities, and recommends how members and attenders can make use of library resources.

Meetinghouse Fundraising

The Meetinghouse Fundraising Committee is responsible for coordinating fundraising efforts for building our future meetinghouse/meeting room. This includes developing and implementing fundraising strategies, identifying potential giving levels, soliciting pledges and tracking donations (with the Treasurer), and keeping members up to date with what is happening during the fundraising campaign.

Meetinghouse Planning

This committee is to focus on helping the Meeting continue to discern our vision for the future meetinghouse. This Planning Committee should visit other Meetinghouses and have forums to invite speakers of Meetings who have experience, strength and hope to share with us.

Nominating

Each year a committee, composed of the Clerk of Monthly Meeting, Clerks of Care & Counsel and Worship & Ministry Committees, and the Treasurer, name the members of a nominating committee for approval by the monthly meeting. The Clerk of this committee must be a member or sojourning member of Friendship Friends Meeting. The Nominating Committee will name the members of each committee as well as a convener, whose task will be to gather the committee for its first meeting. It is understood that it is the work of each committee to discern who will preside as clerk. It starts work in March since nominees for new officers, clerks, committees, and representatives are presented at the May monthly meeting for business and held over for approval at the June monthly meeting. Nominations take effect beginning in August. The Nominating Committee interviews members and regular attenders to learn their interest in the work and various activities of the meeting. It considers their experience, potential leadership and talents as they relate to the meeting's needs.

Before presenting to the meeting names for offices and committees, the nominating committee should undertake a general review of the tasks of each office or group and the human resources available, so as to ensure that all members and attenders are engaged in meeting business in ways that are productive to the meeting, and rewarding to the individuals. The committee should obtain the agreement of the individual before bringing forward any name for new or continued service. During the year, the committee may nominate additions or replacements if required. The Nominating Committee is responsible for naming a member to the Yearly Meeting Nominating Committee. The Clerk of the Yearly Meeting should be notified of these appointments in June by our Meeting Clerk.

Peace and Social Concerns

The Peace and Social Concerns Committee provides information and education on peace and justice concerns to members and attenders and helps the monthly meeting for business focus on and respond to such concerns in ways that effectively express our Quaker faith and witness. The committee provides guidance to the meeting in the use of our resources for building a society of peace and justice.

Religious Education

The Religious Education Committee is responsible for planning and coordinating a program for Friendship Meeting's children. This includes first day school and pre-school child care during meeting for worship, child care as needed for other meeting functions, and occasional family-oriented gatherings such as the traditional Christmas celebration. Committee members are responsible for providing teachers for First Day School and for encouraging members of meeting to volunteer for this valued ministry. The committee purchases educational materials, toys and supplies as needed for the First Day School and nursery and maintains them in a neat condition. When an organized First Day School is not appropriate, the committee shall arrange for a program to care for visiting children which allows their parents to attend meeting for worship.

Worship and Ministry

Ministry is a shared responsibility of all who participate in our Quaker worship. The basic responsibility of worship and ministry is "to foster the spiritual life of the Meeting" (p. 27, *Faith and Practice*, North Carolina Yearly Meeting-Conservative). This may involve encouraging those with gifts in ministry, whether spoken or otherwise, and providing opportunities for spiritual growth for members and attenders. One must be a member or sojourning member to serve on the Worship and Ministry Committee. Worship and Ministry will meet jointly with the Committee on Care and Counsel at least once a year, and the two committees are encouraged to seek other ways to maintain regular communication. Specific committee tasks include:

Arranging forums and other opportunities, such as all-meeting retreats, to foster religious education and spiritual growth

Arranging a clearness committee and/or support group for someone seeking ways to develop and share with others specific spiritual gifts

Providing opportunities, through literature or otherwise, for visitors and attenders to learn more about the beliefs and practices of Friends

Involving members in annual answering of our Yearly Meeting Queries

Reviewing a draft of the annual State of the Meeting report in time for approval by monthly meeting before being submitted to yearly meeting.

Overseeing meetings for worship when neither clerk nor co-clerk attends
Minutes are given directly to the archives.

OTHER POSITIONS

The **Calendar Coordinator** maintains an up to date schedule of Friendship Meeting events, meetings, and occasions. The calendar is posted in the meetinghouse as well as reported in the meeting's newsletter. Persons with permission to use meetinghouse space need to give the Calendar Coordinator advance notice in order to avoid conflicts in scheduling.

The **Editor of *Friendship Times*** may also serve as clerk of a committee which is responsible for publishing this monthly newsletter.

The **Board of Directors of Friendship Friends Meeting, Inc.** composed of officers and members appointed by the monthly meeting, manages the legal affairs of Friendship Friends Meeting Incorporated and are trustees of the meeting. Members of the Board of Directors must be a member or sojourning member of Friendship Friends Meeting to serve in this capacity.

PROCESS FOR MEMBERSHIP

Membership in the Religious Society of Friends

In joining Friendship Friends Meeting, one thereby becomes a member of the Religious Society of Friends. Membership in a monthly meeting implies the intention to bear faithful testimony to the faith and guiding principles of the Religious Society of Friends (Quakers). Friendship Friends Meeting is a community of both faith and works, centered in corporate silent worship. It is locally autonomous and self-sustaining. Membership calls for a strong sense of the importance of attending meetings for worship and business, giving service through committees and sharing in the meeting's financial responsibilities and needs according to individual ability.

“It is the position of the Yearly Meeting that persons may be accepted into membership who are willing to listen for and give expression in their lives to the promptings of the Inner Spirit in all areas of discipline and service to others”
(*Faith and Practice*, pp. 23-25).

All decisions concerning membership in Friendship Friends Meeting are made by our monthly meeting for business.

Process for New Members

1. An applicant for membership writes a letter to the clerk of monthly meeting expressing his or her desire to become a member.
2. The clerk promptly acknowledges the applicant's letter in writing and refers it immediately to the Care & Counsel Committee. The clerk reads the letter at the next monthly meeting for business.
3. A clearness committee is named by Care & Counsel, and appointed by monthly meeting. The committee will consist of at least three members, one of whom will be a member of Care & Counsel. Care is taken to select discerning Friends who have a strong understanding of the meaning and importance of membership and the history and faith and practice of the Religious Society of Friends.
4. Clearness committee members meet with the applicant as many times as necessary to ascertain the applicant's readiness for membership.
5. The clearness committee reports to Care & Counsel on its meetings with the applicant. When it is determined that the applicant is ready to become a member, Care and Counsel recommends that the monthly meeting accept the applicant.
6. Upon approval by the monthly meeting, a welcoming committee is named by the meeting.
7. Following monthly meeting approval, the clerk writes a welcoming letter to the applicant and a copy is placed in the member's file.
8. The new member meets with the clearness committee again the following year to reflect on the first year of membership.

Membership of Children: Minor children of members of Friendship Friends Meeting may become members at the written request of both parents/guardians or a single parent/guardian whether one or both parent(s)/guardian(s) are members of Friendship Friends Meeting. Minor children of members may also be received into membership at their own request.

Sojourning Members: (see *Faith and Practice*, p. 24). Friends attending Friendship Meeting who wish to participate fully in the affairs of the meeting while they are residing in the area, but who do not wish to transfer their membership from their home meeting may do so as sojourning members on receipt of a letter from the home meeting verifying that they are members of the Religious Society of Friends in good standing. Sojourning membership is a provision usually made for persons who are residing in the area temporarily, but on occasion may be granted to persons with strong ties to another meeting.

Transfer of Membership: When a person desires to transfer to Friendship Meeting from another monthly meeting of the Religious Society of Friends, he or she must write a letter to the clerk of their home meeting requesting a letter of transfer to Friendship Friends Monthly Meeting, addressed to our clerk. This letter needs to state that the individual requesting transfer is a member in good standing and has the home meeting's approval. Upon the receipt of this letter by our clerk, and the approval of the monthly meeting, the transfer of membership is granted. The clerk sends a letter of notification of transfer to the clerk of the home meeting in question and gives a copy to our new member. A copy is

placed in the member's file. A welcoming committee is appointed by monthly meeting to give the new member an opportunity for acquaintance with other members as well as orientation to our meeting, and the yearly meeting to which we belong.

Termination of Membership (see *Faith and Practice*, p. 25)

Process for determining inactive members

1. The Care and Counsel Committee will send to persons, who (a) are distant or who are local but whom we have not seen at Meeting for a year and (b) have not contributed over a period of a year, a letter of greetings once a year in December. The letter will ask the correspondent to let us know how she or he is doing, as a way of keeping in touch.

2. Contact with the Meeting will include coming to Meeting for Worship or communicating with the clerk, recorder, treasurer, or convener of the Care and Counsel Committee. If contact is made, then the recorder should be informed. If we don't hear back for two successive years, then the person should be sent a formal letter, asking specifically about the option of being classified as "inactive."

3. If we get a response agreeing to being changed to inactive membership or if we don't get any response in two months, then the person could be put on the inactive list.

Contributing to the Meeting is encouraged in the annual treasurer's letter, but some are simply not able to send money. It should not be necessary to contribute money in order to be considered as an active member. Having some sort of contact with the Meeting is the key issue.

Some flexibility on how we determine the status of inactive membership will be allowed.

PROCESS FOR MARRIAGE OR UNION UNDER CARE OF THE MEETING

Marriage under the care of the Meeting

For Quakers the authority of marriage comes from God and the integrity of the couple. George Fox, founder of the Religious Society of Friends, convinced the English government in 1661 to recognize a Quaker marriage as legal.

"For the right joining in marriage is the work of the Lord only and not the priests or magistrates and therefore Friends cannot consent that they join them together for we marry none. It is the Lord's work and we are but witnesses" (*Journal of George Fox*).

Process

1. A couple requesting marriage or union under the care of Friendship Meeting should submit a letter to this effect to the clerk of monthly meeting at least three months prior to the proposed wedding date. At least one of the couple should be a member of a monthly meeting of the Religious Society of Friends. The letter is signed by both. The clerk reads the letter to the next monthly meeting for business. If a person is a member of another meeting, a letter acknowledging his/her membership status is requested.

2. The clerk then refers the letter to the Care & Counsel Committee, which names a clearness committee that will include at least three members, one of whom is a member of Care & Counsel Committee. It is important that members of the clearness committee be experienced and well informed in Friends practice.

3. The clearness committee meets with the couple together and individually if requested. The purpose is to help clarify and confirm their mutual commitment, in a friendly, nonjudgmental and confidential manner. It is also to assure that there are no prior legal impediments to marriage (such as a marriage that has not been terminated by death or divorce); and to assure that adequate provision has been made for any minor children from previous marriages.

4. If the couple and clearness committee are confident the wedding should go forward, the committee reports its endorsement of the marriage request to Care & Counsel Committee which brings it to the next monthly meeting for business indicating that unity has been found. Approval may be held over for a month if more consideration and seasoning seems called for.

5. If unity to move forward is not found by the clearness committee the couple may choose to lay aside the request. The committee reports this to Care & Counsel, which brings the matter to the monthly meeting.

6. On approval of the marriage or union by monthly meeting, the time and place for the wedding or ceremony of commitment are set with the couples' wishes in mind.

7. An arrangement or oversight committee is named by Care & Counsel, approved by monthly meeting and clerked by a Friend. The arrangement committee ensures that legal requirements are met, and the wedding details, including reception, are properly planned, and that the marriage is accomplished with simplicity, dignity, and reverence (see *Faith and Practice*, pp. 29-32). Meetings for worship for the purpose of marriage or union under the meeting's care are open to all. Quaker wedding certificates are to be signed by all witnesses to the marriage.

8. Legal requirements for marriage under the care of Friendship Meeting. The couple should apply for a license at any Register of Deeds office in North Carolina. To obtain a Marriage License, the couple needs to show their social security cards and IDs. Previously married individuals must know the month and year their last marriage ended. A license now costs \$60 (preferably in cash, this may vary depending upon the Register of Deeds office). There is no waiting period in North Carolina. The license is good immediately and up to sixty (60) days from the date of issue. The couple is responsible for delivering the license to the Clerk of the Monthly Meeting taking the marriage under its care. At the conclusion of the wedding the Clerk of Friendship Friends Monthly Meeting or another member of the meeting signs the License, as well as two additional witnesses, usually members of the wedding oversight committee. The Clerk must complete the bottom portion of both copies of the Marriage License and return both copies to the Register of Deeds office in the county where issued (RE: NC GS 51-16, amended in 2001) within ten (10) days after the wedding. The couple may request a copy of the License at the Registrar's office (where recorded) for their own records at any time after it is recorded.

9. In September 1993, Friendship Meeting was united in making provision for couples of the same sex to request the meeting's oversight of their union. The requirements are the same as for the marriage arrangements of heterosexual couples. Since the union has no legal standing in the state of North Carolina, the references to the legal requirements do not apply. It should be noted that in the Religious Society of Friends, marriage is regarded as a "religious commitment not merely a civil contract" (*Faith and Practice*, p. 29). This applies also to the commitment of a couple of the same sex.

FINAL AFFAIRS

All adult members are encouraged to take steps to become knowledgeable about the need for a Legal Will, Living Will, Living Trust, and Health Care Power of Attorney. Matters of preference for body disposition (burial, cremation, or body donation) need to be decided and recorded for the future benefit of caring, responsible members of the family and the meeting. It could be important to get advice of an attorney sympathetic with Quaker values for the legal documents one needs. Care & Counsel Committee can be helpful in giving references. The Membership Recorder provides a form which members are urged to fill out and return to the recorder with information and instructions relating to body disposition and memorial services.

This record is kept in the member's meeting file, and the member is advised to send a copy to a family member. Friendship Meeting is prepared to appoint a committee to assist in making arrangements for a memorial meeting when requested. Care & Counsel Committee has specific responsibility for helping Friends with such "final affairs" (see *Faith and Practice*, p. 32).

Arranging our final affairs with forethought, simplicity and consideration for others can be a fulfilling witness to our Quaker faith. Francis of Assisi said, "It is in dying we are born to eternal life."

The Clerk of the Meeting, or the Clerk of Care & Counsel shall take responsibility at the time of death to look into the membership folder of the deceased to ascertain specific wishes needing to be taken care of by Friendship Friends Meeting. The family of the deceased will be contacted to offer assistance.

FRIENDS MEMORIAL MEETING

The Religious Society of Friends holds as the basis of its faith that God endows every human being with a measure of the Divine Spirit. Our manner of worship is an outgrowth of this belief. We gather in quiet assemblies, mindful of the words: "Be still, and know that I am God."

A Friends memorial service is similar in many ways to a Meeting for Worship. We come together in reverent silence, with the desire to draw nearer to God, and to understand God's will. It is a time not only for a sharing of loss, but also a time for thankfulness for the life of the person for whom the memorial service is held. We reflect on the value of that life as it relates to the lives of all of us. All present share equally in this service. We sit quietly, at times an individual may be moved to speak, to offer prayer or a message that has come out of the silence. Then we return to silence to reflect on what we have heard. All are welcome to do this. The meeting is closed with handshakes. Friends hope that a consciousness of the Divine Presence will come to every attender, to be a source of direction and of strength after leaving the Memorial Meeting.

CLERK OF A MONTHLY MEETING

A clerk in a Friends meeting is a servant of the meeting and not its master, and is looked to for discernment and sensitivity to a meeting's unity or lack thereof in arriving at decisions on the business at hand. The Quaker way is to do business in a worshipful spirit. When strong division of opinion is evident a period of silent and prayerful waiting may well have a calming and unifying effect.

It is good for a clerk to keep a sense of proportion and sense of humor, keep alert to those who may need encouragement to speak, as well as to those whose speech may stray from the matter at hand or divert the tempo of accomplishing the business. Clerks need to

come to a meeting with heart and mind prepared and provide sufficient background information to set the meeting purposefully on course.

Decisions of a Quaker Meeting need to be minuted. The clerk makes sure that a minute covers all the points on which a decision is required, remembering that reference to it may be needed in the future. A minute should be prepared by the clerk and decided upon before proceeding to other business. It is undesirable that minutes be prepared afterwards for presentation to a later meeting when the membership may not be the same as that which originally deliberated.

A clerk is careful in exercising the right balance of authority of the office and discretion in deciding which matters should be brought before Friends and which may be personally dealt with. When in doubt it is advisable for the clerk to confer with experienced Friends. Clerks of committees, as well as the clerk of monthly meeting for business do well to practice these Quaker ways of doing the meeting's business. (See pages 21-22 in *NCYM-C Faith and Practice*, 1983).

May our clerk "think affectionately between meetings of the needs of the community which has appointed you and how they can best be met; ask guidance of God continually in the performance of your task" (Chapter 17, #726, *Church Government*, London Yearly Meeting of the Religious Society of Friends, 1968).

BELONGING TO NORTH CAROLINA YEARLY MEETING-CONSERVATIVE

North Carolina Yearly Meeting (Conservative) was established in 1903 by the Eastern Quarterly Meeting of North Carolina Yearly Meeting. This action was prompted by the passage of the following minute to all North Carolina Yearly Meeting member meetings. "The Yearly Meeting has the power to decide all questions of administration; to counsel, admonish or discipline its subordinate meetings". Friends in the Eastern Quarterly Meeting felt that such a policy was incompatible with proper Quaker practice and therefore distinguished themselves from NCYM which subsequently became NCYM (FUM).

Friendship Friends Meeting requested membership in North Carolina Yearly Meeting-Conservative (NCYM-C) in 1980 and was accepted.

From the beginning of the Religious Society of Friends, Yearly Meetings were formed by the agreement of monthly meetings to come together for corporate worship, to develop faith and practice guidelines, and for corporate public witness on matters of peace and justice.

Communications and transportation for early Friends were difficult and required their special effort to come together annually. Conditions today are quite different but Friends of NCYM-C continue getting together annually with similar purposeful anticipation for the sharing of ministry, corporate worship, Quaker business, and a good time. This is an organization of volunteers and NCYM-C meetings have been a nurturing experience both for the individuals involved and for their home meetings.

It is important for members of our meeting to own for personal reference, copies of *Faith and Practice* and the current edition of the annual publication, *Minutes of North Carolina Yearly Meeting of the Religious Society of Friends (Conservative)*. Whenever individual attendance at yearly meeting is not possible, reading this record of its sessions is a helpful substitute.

Friendship Friends Meeting names representatives to attend as delegates to yearly meeting and approves these nominations at the June monthly meeting for business. Representatives are expected to report to monthly meeting on their experience at yearly meeting.

Our meeting also appoints one member to serve on NCYM-C's nominating committee. The yearly meeting's nominating committee names persons for Presiding Clerk, Assistant Clerk, Recording Clerk, Treasurer, Clerk of Ministry & Oversight, Clerk of Young Friends, Recording Clerk of Young Friends, and names the members of standing committees and NCYM-C representatives to other organizations. The annual session's entire assembly approves these nominations. NCYM-C Representative Body meets in April and October and serves as the interim body for the yearly meeting.

History of Friendship Meeting

In the spring of 1968 some Guilford College students and professors began to meet together for worship in the manner of Friends. They had in common a desire to worship in the traditional way based in silent waiting out of which ministry arises in response to the movement of the spirit.

It is interesting to note the historical context out of which the establishment of Friendship Meeting occurred. While there had been discussion for some months among college faculty, students and others to experiment with a new unprogrammed meeting for worship no definite action had been taken. In the spring of 1968 Young Friends of North America were holding meetings at Guilford and New Garden Friends Meeting . While their gathering was taking place Martin Luther King was assassinated. In the ensuing upheaval around the nation and in Greensboro YFNA also was caught up in these events. The Greensboro community, especially the black community and students at A and T University, was thrown into emotional turmoil. Protests and the threat of violence on city streets forced the city to establish a nighttime curfew on all citizens. This resulted in Young Friends unable to leave the Guilford campus. The group spent long hours in discussion wondering what kind of response could come from the college and the Quaker community. Several Young Friends knew of the interest in an unprogrammed meeting and interested Friends were sought out for consultation. "Why", Young Friends asked, "wasn't there an unprogrammed meeting on campus"? Out of this challenge students and faculty met over the spring months to test the leadings for worship based on the traditions of silent waiting. The group disbanded for the summer but agreed to start meeting again, along with others, in the fall. With renewed interest in an unprogrammed meeting, worship was resumed in the fall of 1968.

With concern for an unprogrammed meeting clearly established, Guilford College offered space in the Mary Pemberton Moon Room in Dana auditorium (a room furnished as a traditional Friends meeting room). In October 1968, the first Monthly Meeting for Business was held. The name Friendship Meeting was chosen to recognize the meeting's location in Friendship Township.

At about the same time several unprogrammed meetings in central North Carolina, including Friendship Meeting, organized the Piedmont Friends Fellowship. PFF met and continues to meet twice yearly for worship, discussion, fellowship and fun. It is loosely organized and is affiliated with Friends General Conference.

Friendship Meeting continued to meet in the Moon Room for nineteen years. In 1987 the meeting purchased the house at 1103 New Garden Road and converted it into a meeting house. In 2004, after extensive planning, the meetinghouse underwent an additional renovation to meet the growing needs of the meeting family.

In 1980 Friendship Meeting joined North Carolina Yearly Meeting-Conservative. NCYM-C comprises eight monthly meetings in North Carolina and one in Virginia at the present time. Our Yearly Meeting - organized in 1903 by former members of North Carolina Yearly Meeting (Five Years Meeting, now Friends United Meeting) maintains the traditional form of silent worship and is a source of much spiritual nurture for those who participate in its annual gatherings and other activities. NCYM-C also links us to many other Quaker organizations such as Friends World Committee for Consultation, American Friends Service Committee and Friends Committee on National Legislation. It supports four Friends schools as well as Quaker House in Fayetteville, NC which provides education about alternatives to military service as well as support for military personnel who seek to be released from service on grounds of conscientious objection; or who have other problems in connection with their relationship with the military.

During the Vietnam War, the meeting supported the weekly peace vigil in downtown Greensboro. The vigil was resumed during the Persian Gulf War and again many members of the meeting participated. In 1987 the meeting became a Sanctuary Meeting and soon two Guatemalan refugee families were received into the care of the meeting. One of these families has since joined the meeting. Several other refugees have also been helped for short periods of time.

Since 1975 the meeting has maintained an explicit testimony of acceptance of any who wish to worship with us and participate in the life of the meeting regardless of sexual orientation. In 1993 the meeting expanded on the earlier minute of acceptance, stating in a minute its willingness to have oversight of same-sex unions for members under the same conditions and in the same manner as traditional heterosexual marriages.

Friendship Meeting is a diverse meeting. Its dual affiliation with Friends General Conference (through PFF) and North Carolina Yearly Meeting-Conservative indicates its theological diversity with many Friends in both groups whose spiritual lives are centered in Christ, and others who have a more universalist outlook. This diversity creates tension at times and is also appreciated by many. It seems to be an inevitable outcome of our commitment to faith grounded in experience and subject to change and growth. The meeting is not divided along the lines of affiliation to FGC or NCYM-C, for many would gladly participate in both if time permitted.

Some of us come from a tradition of Friends that have not for most of this century named ministers and elders out of concern that none be elevated over any others in meeting. Others of us have come from a tradition that has maintained the practice of acknowledging formally those who have specific gifts in vocal ministry or in spiritual nurture of the meeting, as a way of claiming the gifts and of supporting and holding accountable those who have particular gifts. This difference has caused tension in the meeting as we struggled with whether to record as a minister a member who functions in that role for many Friends and others beyond the monthly meeting. In 1998, after seeking unity through Quaker process, that member was recorded in recognition of her ministry. The meeting continues to be sensitive to issues regarding titling.

The meeting is an active partner in Greensboro's People of Faith against the Death Penalty. Individual members of meeting are also active participants in National Quaker Organizations such as American Friends Service Committee, Friends Committee on National Legislation, Friends World Committee for Consultation, and Pendle Hill.

Since Friendship Friends Monthly Meeting became an owner of property, our meeting's members approved of the adoption of a "Friendship Friends Meeting, Inc." to serve as our legal instrument for dealing with any matters of legal consequences involving city, county or state law. It serves us as a legal instrument for resolving any legal problems the Meeting confronts. The "purpose and object" of Friendship Friends Meeting Inc. is stated as, "a non-profit organization of the Religious Society of Friends (Quakers) to engage in religious, eleemosynary, and other service activities as determined by its Board of Directors and to exercise all powers necessary or convenient or incident thereto."

Under the laws of the State of North Carolina, Friendship Friends Meeting of the Religious Society of Friends is incorporated as a "charitable or religious corporation as defined in NC.O.S. section 55A1-40(4)" The original By-Law is on file in the meetinghouse office, with the Membership/Statistics Recorder, but copies are available on request.

In December of 2004, the meeting took the Winston-Salem Worship Group under its care as a concern for outreach and nurture for unprogrammed Friends. This group decided on the name "Salem Meeting" and became an independent monthly meeting in fifth month, 2010.

CALENDAR 2014 - 2015

AUGUST 2014

Terms of clerks, officers, representatives and committees begin
Delegates to Yearly Meeting report on its July session
Handbook distributed and Handbook Committee annual report given
Meeting directory is distributed
PFF Representatives meet

SEPTEMBER 2014

Our meeting's welcome to new Guilford College students and staff with dessert for a traditional "Progressive Dinner." Co-sponsors are New Garden Friends Meeting, Friends Center and First Friends Meeting
Library Committee annual report given
Worship & Ministry and Care & Counsel Joint Committees Retreat

OCTOBER 2014

Religious Education Committee annual report given
NCYM-C Representative Body meets on fourth Saturday
Annual meeting of Friendship Friends Meeting, Inc.
Clerking Workshop

NOVEMBER 2014

Care & Counsel Committee annual report given
PFF Representatives meet

DECEMBER 2014

Worship & Ministry Committee annual report given
Christmas celebration
New Year's Eve Party
End of fiscal year

JANUARY 2015

Fiscal year begins

Finance Committee gives year-end financial report

New budget proposed

Hospitality Committee annual report given

FEBRUARY 2015

All-Meeting Retreat

Audit Committee report given

Communications Committee annual report given

(Monthly meeting approves new budget)

PFF Representatives meet

MARCH 2015

Nominating committee nominees from the meeting's Clerk, Treasurer and clerks of Care & Counsel and Worship & Ministry Committees presented to monthly meeting for approval

House and Grounds Committee annual report given

Piedmont Friends Fellowship Retreat

APRIL 2015

Peace and Social Concerns Committee annual report given

NCYM-C Representative Body meets on fourth Saturday of the month

Clerk works on draft of State of the Meeting Report

MAY 2015

Meetinghouse Renovations Funding Committee annual report given

Nominating Committee reports nominees for officers, clerks, representatives, and committees for approval at June monthly meeting

Clerk of monthly meeting presents draft of State of the Meeting Report for members to review before its approval in June.

Responses to the year's queries distributed by Worship & Ministry Committee to all members for comments

JUNE 2015

Approve nominees for officers, clerks, representatives and committees, terms to begin August 1st

Membership/Statistics Recorder presents annual report

Approval of the State of our Society Report to North Caroline Yearly Meeting Conservative (NCYM-C)

The names of appointed officers and some specific reports covering facts given by the membership recorder, notices of marriages, memorials and such, are mailed by our meeting Clerk to the Clerk of NCYM-C

Monthly Meeting appoints delegates to attend Yearly Meeting, one of whom will be scheduled to report on it at August monthly meeting.

Monthly Meeting appoints representatives to Yearly Meeting.

The Advices from our Faith and Practice are read by clerk at rise of meeting for worship

Approve answers to NCYM-C Queries for reporting to NCYM-C in July

Handbook Committee completes work on updating Handbook for printing in time to distribute in August.

All committee minutes need to be filed in the meetinghouse office

JULY 2015

No monthly meeting for business in July

Annual meeting of Friends General Conference

The Clerk of the Meeting and the Friendship Meeting Representative to the Yearly Meeting Records Committee to go over all the meeting files to determine what should be sent to the archives at Guilford College located in the Quaker Collection, and what should be kept in the meetinghouse/discarded.